



CITY OF ALEXANDRIA
DEPARTMENT OF CODE ADMINISTRATION
301 KING STREET, SUITE 4200
ALEXANDRIA, VIRGINIA 22314
703.746.4200 ♦ ALEXANDRIA.VA.GOV/CODE

COMMERCIAL PROJECT DATA SHEET

1. PROJECT NAME

2. PROJECT ADDRESS / UNIT NO.

3. DESIGN CODE & EDITION _____

☐ VCC ☐ VRC ☐ VREHC ☐ VPC ☐ VMC
☐ NEC

4. CHANGE OF OCCUPANCY? ☐ No ☐ Yes

If "YES", SPECIFY: FROM _____ TO _____

5. OCCUPANCY/USE CLASSIFICATION _____

6. MIXED USE BUILDING? ☐ No ☐ Yes

If "YES", SPECIFY:
☐ SEPARATED ☐ NON-SEPARATED

(LIST ALL OCCUPANCY/USE CLASSIFICATIONS)

7. TYPE OF CONSTRUCTION

☐ IA ☐ IB ☐ IIA ☐ IIB ☐ IIIA ☐ IIIB
☐ IV ☐ VA ☐ VB

8. OCCUPANT LOAD _____

9. SCOPE OF WORK AREA _____ FT²

10. NUMBER OF BUILDING STORIES _____

11. BUILDING HEIGHT _____

12. TOTAL FLOOR AREA (GROSS) _____ FT²

13. BUILDING SPRINKLERED? ☐ No ☐ Yes

If "YES", SPECIFY:
☐ FULL ☐ PARTIAL
☐ NFPA 13 ☐ NFPA 13R ☐ NFPA 13D

14. FIRE ALARM? ☐ NOT REQUIRED ☐ No ☐ Yes

If "YES", SPECIFY:
☐ EXISTING ☐ ALTERED ☐ PROPOSED

15. STANDPIPES? ☐ NOT REQUIRED ☐ No ☐ Yes

If "YES", SPECIFY:
☐ EXISTING ☐ ALTERED ☐ PROPOSED

16. OTHER FIRE PROTECTION SYSTEMS?
☐ No ☐ Yes

If "YES", SPECIFY SYSTEM TYPE(S):

17. ACCESSIBILITY OF BUILDING

☐ EXEMPT ☐ FULLY ☐ PARTIAL

If "PARTIAL", COMPLETE & SUBMIT AN
'ALTERATION COST OF ACCESSIBILITY
CERTIFICATE' FORM

18. MODIFICATION REQUEST? ☐ No ☐ Yes

If "YES", SPECIFY MODIFICATION NO.:

NOTES

- Permit(s) must be posted on the job site at all times
- No changes to the approved plans will be made without written approval from the Code Administration
- Lot location surveys/wall checks must be submitted before the framing inspection is scheduled and conducted